State Controller's Office | Personnel and Payroll Training Services | Classes and Prerequisites

eLearning (Self-Paced Online Classes) - http://www.sco.ca.gov/ppsd_elearning.html

Module 1: Introduction to State Business Partners run time: 22 minutes	Module 2: Introduction to Forms run time: 16 minutes	Module 3: Mainframe Systems Overview run time: 48 minutes	ACAS Database Training Module run time: 34 minutes

CORE Classes (Instructor-Led Classes)

PAR Documentation 2-day class Prerequisites: → Responsible for documenting PAR Transactions → 4 months experience documenting PARs	Fundamentals of Personnel 3-day class Prerequisites: → 4 months experience documenting and keying PAR Transactions	Fundamentals of Payroll 3-day class Prerequisites: → 3-4 months working as a Personnel Specialist (or equivalent position) → 3 months Payroll experience → Reconciled at least 1 Master Payroll with Exceptions	Employment History Overview 1-day class Prerequisites: → 4 months experience documenting & keying PAR Transactions

Personnel (Instructor-Led Classes)

Corrective Actions * 2-day class Prerequisites: → **PAR Documentation** → 4 months experience preparing a variety of PAR Transactions	Deferral of Lump Sum 1-day class Prerequisites: → **PAR Documentation** is recommended but **not** required

Payroll (Instructor-Led Classes)

Payroll Input Process (PIP) 1-day class Prerequisites: → 2 months experience as Personnel Specialist → At least 2 key entry experiences on the PIP system	Introduction to Salary Determinations (ISD) * 3-day class Prerequisites: → **Fundamentals of Personnel** → 6 months experience documenting & keying PAR Transactions → Ability to accurately determine qualifying pay periods for **all** time bases	Advanced Salary Determinations (ASD) * 2-day class Prerequisites: → **Fundamentals of Personnel** → **Intro to Salary Determination** → **Active** involvement in the completion of salary determinations

NDI & Workers Comp (Instructor-Led Classes)

Non-Industrial Disability Insurance (NDI) * 3-day class Prerequisites: → **PAR Documentation** OR have 1 year personnel/payroll experience documenting PAR Transactions → 4 months personnel/payroll experience **including** responsibility for documenting NDI transactions	Workers Compensation (WCDTBS): The Beginning Steps 2-day class Prerequisites: → 4 months personnel/payroll experience	Workers Compensation Documentation (WCD) * 3-day class Prerequisites: → **PAR Documentation** OR have 1 year personnel/payroll experience documenting PAR Transactions → **Should** be responsible for completing WC transactions & have a **minimum** of 4 months personnel/payroll experience